

Form a VA Limited Liability Company in the Clerk's Information System

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. This how-to guide will walk you through forming a Virginia Limited Liability Company online in the new Clerk's Information System (CIS) https://cis.scc.virginia.gov/.

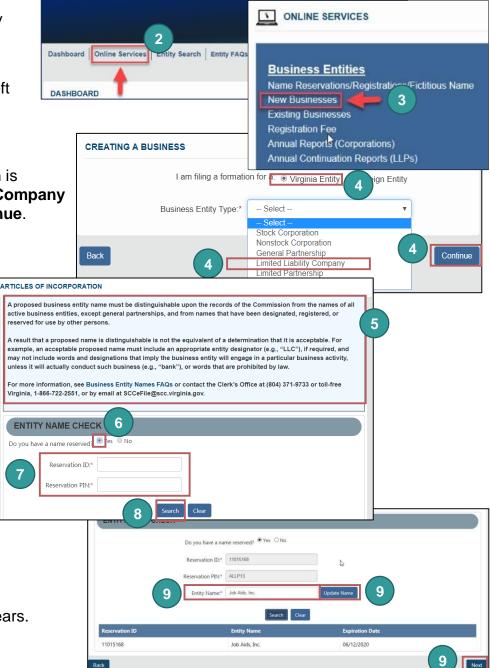
NOTE: Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS bemonage

homepage.

- 1 Log on to CIS at cis.scc.virginia.gov Note: Chrome, IE or Microsoft Edge are recommended
- 2 Click Online Services on the top left
- 3 Under Business Entities, click New Businesses
- Make sure the Virginia Entity button is selected. Select **Limited Liability Company** from the dropdown and click **Continue**.
- 5 Review the business entity name information
- If you have reserved a name, click the radio button next to **Yes** to update the page.
 Otherwise, jump to step 10.
 Note: reserving a name is not required
- 7 Enter the Reservation ID and Reservation PIN

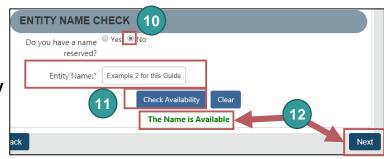
Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** dropdown on your dashboard

- 8 Click Search
- Review the Entity Name that appears.
 If correct, click Update Name and then click Next on the bottom right



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- If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**
- 11 Enter an Entity Name and click Check Availability
- Once the system indicates the name is available and acceptable, click **Next**



- 13 Enter the Entity Email Address and Contact Number
- 14 Choose an Industry Code from the Business Type drop-down

Note: Most select "0 - General"

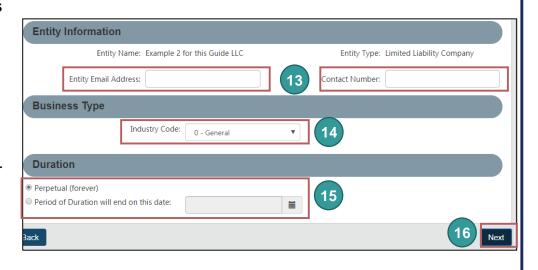
Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end

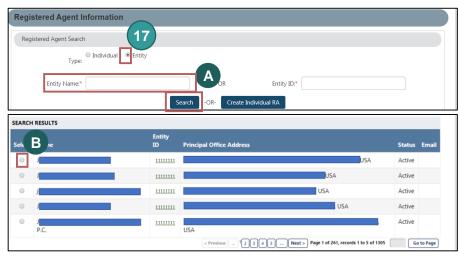
Note: Most select "Perpetual"

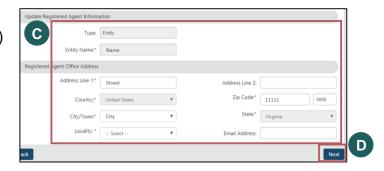
- 16 Click Next
- Indicate if the Registered Agent (RA) will be an Individual or an Entity. If the RA will be an Entity, check the **Entity** radio button.
 - A Enter the Entity Name or Entity ID and click Search
 - B Click the radio button to the left of the desired entity name

Note: Clicking the green Entity ID will open entity information in a different tab

- Make sure all fields marked with an asterisk (*) are filled in
- D Click Next







Form a new Virginia Stock Corporation

If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.

To search for an existing RA:

- 1A Enter their Last Name and click Search
- 1B Under Search Results, click the radio button next to the desired RA's name
- 1C Select the RA Capacity from the dropdown menu
- 1D Review and confirm all fields marked with an asterisk (*) are filled in
- 1E Click Next

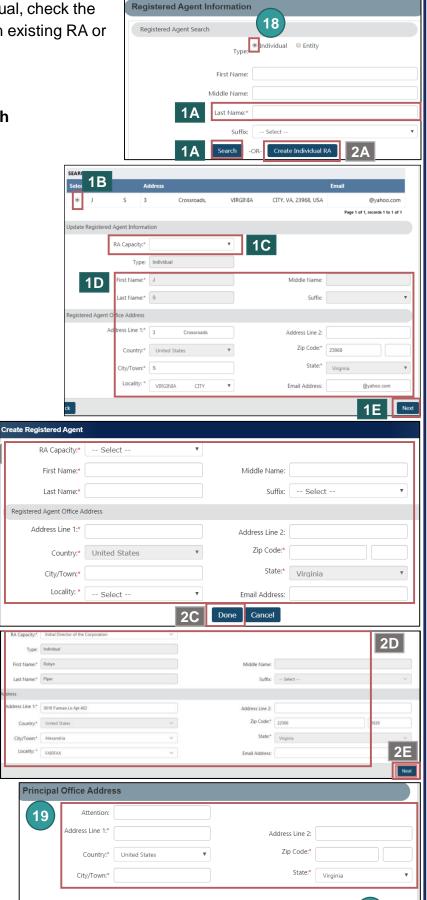
To create a new Individual RA:

- 2A Click Create Individual RA
- 2B In the pop up window, complete fields marked with an asterisk (*)

2B

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- 2C Click Done
- 2D Review the Registered Agent Information and the Registered **Agent Office Address**
- 2E Click Next
- **Enter the Principal Office Address** information. Complete all fields marked with an asterisk (*)
- Click Next



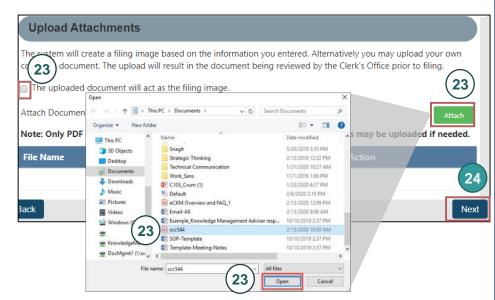
Form a new Virginia Stock Corporation

- 21 Select the Management Structure from the Manager/Member Information drop down
- Click Next
- **OPTIONAL:** Upload Articles of 23 Incorporation. If you do not upload Articles, the system will create a filing image for you based on the information you entered.

To upload articles, check the **The** uploaded document will act as the filing image radio button

Click Attach and Select the file you want to upload





The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a

al respect with the intent that it be delivered to the Commission for filing.

Note: If you upload a document, your submission will not be approved in realtime, but instead will be reviewed by the Clerk's Office.

- Click Next
- Indicate if you are signing as an **Individual** signature Information or On behalf of Business Entity by checking the appropriate radio button

Complete all fields with an asterisk (*) in the Signature Information section





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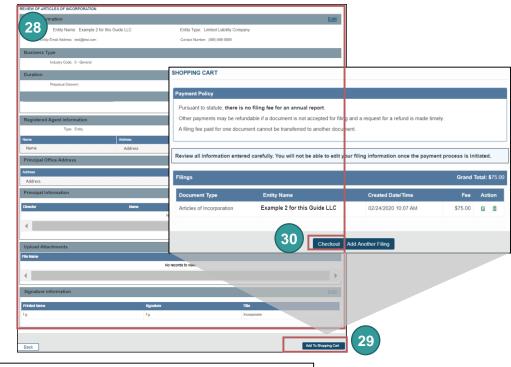
Entity Information

- Click **OK** in the pop up box
- The signature information will populate. Click Next



Form a new Virginia Stock Corporation

- Review each section of the
 Articles of Incorporation and
 make any edits, as necessary
- 29 Click Add To Shopping Cart on the bottom right
- 30 Click Checkout



31 Click Go To Payment

In the Confirmation pop up window, click

I Agree



Note: You will be taken to a site administered by LexisNexis to complete your payment

- 33 Enter your **Billing Address** and **Payment Information**, completing All fields with an asterisk (*). You must complete the **Captcha** field.
- 34 Click Continue
- Check the Acknowledgement radio button and click Pay Now

Note: Do not close the browser window

36 You will be directed to a confirmation screen



